

County of Sullivan, NH

Type of meeting: Board of Commissioners Business Meeting Minutes
Date/Time: Tuesday, May 1, 2012; 3:00 PM
Place: Newport, NH – Remington Woodhull County Complex, County Administration Building, 14 Main Street, 1st Floor Commissioners Conference Room

Attendees: Commissioners Bennie Nelson – Chair, Jeffrey Barrette – Vice Chair and John M. Callum Jr., Greg Chanis – County Administrator, John Cressy – Facilities & Operations Director, High County Sheriff Michael Prozzo, Ted Purdy – Sullivan County Health Care Administrator, and Sharon Callum Administrative Assistant / Minute Taker.

Public Attendees: Donald Clarke – Claremont Citizen/Sullivan County Sportsman Club Member, Marie Lozito – Sullivan County Sportsman Club Member, Suzanne Gottling – Sunapee Town Select Board Member, Larry Converse – Claremont Citizen, and Archie Mountain – Eagle Times Reporter/Argus Champion Editor.

3:10 The Chair brought the meeting to order.

Agenda Item No. 1. Request Regarding Firing Range, Don Clarke

Mr. Clarke, noted, he and Mrs. Lozito, attended today's meeting as representatives of the Sullivan County Sportsmen Club; the club's main focus is to encourage youth interest in hunting and fishing; their club events have included: sponsoring a camp in Berlin, offering a \$500 scholarship for youths interested in outdoor activities, holding an annual fishing derby for youths up to 15 years – scheduled for June 2nd this year, and they'd like to include a program for hunting-shooting; they hosted a fund raising supper for friends of the NRA Foundation – the Foundation's purpose is to distribute grant funds to clubs who hold activities such as the hunting-shooting event; their club, a nonprofit 501.c.3, created an application and received funding to purchase several .22 shot guns and ammo; they'd like to use the County firing range for a one day event: Saturday August 18th; they've viewed the range with the Sheriff; the youth event would start in the morning, they'd take a break for a family cookout, and continue with clay pigeon targets; they must have good liability insurance and certified instructors; Mrs. Lozito's husband will be one of the certified instructors; they have not received final approval for the \$1,000 rider on the clubs liability insurance, but requested approval from the County Board of Commissioners subject to liability insurance. Sheriff Prozzo confirmed the club approached him last year, but the range was not complete; he feels the event is good for the kids in the county; he has noted to the club that the range is just for law enforcement and requires County Commissioner approval for other events; he also explained to the club the range is not used prior to 9:00 a.m., nor after 5:00

p.m., and is closed on Sundays. Mr. Clarke confirmed a rain date could be the following Saturday. Mr. Chanis noted, the County's property and liability insurer, NH Primex, does not recommend covering the club under the County's insurance, but to have the group show liability insurance, naming the County as co-insurer by endorsement; Primex will tour the range next week. Mr. Clarke noted, for the event, the Instructor would put one shell into the gun, with safety on, so that there would be no chance for multiple shots, they'd bring up tables for the youths to use for equipment. Mr. Chanis noted, the Sheriff has indicated there are a few more improvements to be made to the range. Sheriff Prozzo indicated he'd like to have his fire arms instructor attend the event, also. Mrs. Lozito anticipates one (1) certified instructor to attend to each child, and youth parents will be invited, also. Comm. Barrette noted he attended the very same type of event at the Claremont Armory and found it to be very valuable. Comm. Nelson, noted, conceptually, he approves the event, but the date is the same weekend as the Cornish Fair, and he'd like the event viewed by the County Attorney to cover all basis.

3:25 Motion: to approve the event based on legal opinion and liability issue outcome. Made by: Barrette. Seconded by: Callum Jr. Amendment: to say "one date to be determined in the summer in the future". Discussion: Clarke anticipates the day in August. Barrette noted, if they find there is a weather conflict he did not need to return to the Board. Voice vote: All in favor of motion with amendment.

Agenda Item No. 2. County Administrator's Report, *Greg Chanis*

Agenda Item No. 2.a. Biomass Facility Project Update

Mr. Chanis noted, they are working with Wilson Engineering, this week, to finalize the RFP to be issued by the end of week, or, beginning of next; they will send RFP's to firms who have expressed interest, to a list of firms provided by Wilson Engineering, they will advertise in the newspaper and on the County website, and will advise various, free, on line services, such as McGraw Hill, about the project; they anticipate mandatory pre-bid walk through on May 15th @ 10:00 a.m. in Unity; they anticipate bids due by June 15th. Mr. Cressy visited a couple other biomass facilities that had different boilers installed – AFS made equipment vs. Messier equipment seen in their previous tour; he and Mr. Chanis showed a PowerPoint slide presentation of pictures from the facilities recently toured – those two facilities included: Cooley Dickenson Hospital in Northhampton Mass. and Bennington College in Vermont. Cressy discussed details of the processes within each facility and compared the processes with various aspects, from the other facilities they toured, to the proposed facility the County would be building. Cressy has heard the Messier system is built with components easily available through vendors the County currently uses.

Q. Mr. Converse asked, *'How often do you have to blow the tubes down?'*

A. Mr. Cressy, noted *'Every 5 to 10 minutes. One of the most important lessons I learned was what not to do. These are not boiler rooms I would want to work in.'*

We like the feed systems/rakes, and looking at creating a system to incorporate these.'

Mr. Chanis noted they've received no updates on grant applications submitted; they are diligently working on the USDA documents. Barn demolition update: Mr. Cressy indicated the wiring was disconnected this past week, they have attained permits to remove the asbestos, and he will contact the contractor in the morning. Chanis noted, they are extending electrical services, and will mount a new electrical transformer, and it will be a 'clean' site, by the time the walk through occurs.

Agenda Item 2.b. Central Dispatch Update

Mr. Chanis confirmed letters were sent to all towns and Claremont City governing boards to attain authorization on whether to create a committee to pursue further discussions and research on a Central Dispatch Center; once results are in, the Board can decide if the committee is to be formed and how many representatives participate from each municipality. Mr. Chanis distributed a list of the towns and anticipated dates [Appendix A] of when governing boards would discuss the matter.

Agenda Item No. 3. **Commissioners Report**

Agenda Item No. 3.a. Old business: FY13 Proposed Budget Reviews Continued

Mr. Chanis noted new budget books were distributed; he presented the MS46 form [Appendix B.1-5] – the form reflects all requested changes and a 2.3% increase in funds to be raised by taxes over last year.

3:50 Motion: to approve the Sullivan County Board of Commissioners' FY 2013 budget with \$29,153,526.00 of both revenues and expense with the amount to be raised in property taxes of \$14,216,127.00. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.

3:51 Motion: to approve using the figures from the proposed budget for the MS46 form. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

3:51 All three Commissioners signed the MS46 form.

Mr. Chanis noted, the Delegation Chair now sets the date for FY '13 Proposed Budget Public Hearing – the hearing is scheduled no earlier than 10, nor later than 20 days, from the mailing of the MS46 form, he anticipates the form being mailed tomorrow, and hearing to take place the week of May 14th-18th; around 6:00 PM; there is an EFC meeting Monday May 14th. Commissioners noted the hearing has been held several years in a row in Newport and suggested Claremont CCTV or Unity Ahern Building. Mr. Chanis noted, the Commissioners proposed FY13 budget will be uploaded to the County website by tomorrow.

Agenda Item No. 4. Public Participation

Larry Converse recalls, four to five years ago, the County saying the amount being paid for health plans would be the same for both union vs. nonunion employees, and asked why that has not occurred. Comm. Barrette pointed out, if that was the case, every time they negotiated with the union, they'd have to change the non-union employees, which would be unfair to both parties; there will always be a difference.

Agenda Item No. 5. Meeting Minutes Review

Agenda Item No. 5.a. March 22, 2012 Central Dispatch Center Discussion

4:00 Motion: to approve the March 22nd, Central Dispatch Discussion notes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 5.b. April 3, 2012 Public Meeting Minutes

4:01 Motion: to approve the 4/3/12 minutes . Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Upcoming Event Sunday, June 10th Pancake Breakfast – Unity, NH Sullivan County Health Care Facility

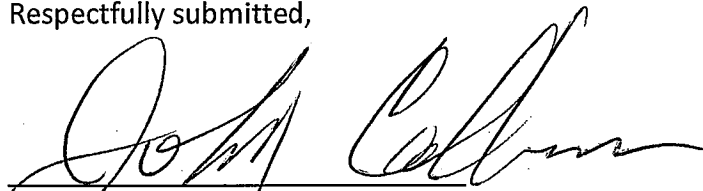
Mr. Chanis suggested they include, after the Pancake Breakfast on June 10th, a tour of the water system. Comm. Barrette would like to discuss the trail plans, also.

FY12 Current Financial Reports: Draft April 2012 Financials – Expense/Revenues

Ms. Callum noted draft April 2012 financials were in the Boards' meeting binders.

4:04 Motion: to adjourn the meeting. Made by: Callum Jr. Seconded by: Barretee. Voice vote: All in favor.

Respectfully submitted,


John M. Callum Jr., Clerk
Board of Commissioners

JC/sc

Date minutes approved:

05/15/12



Tuesday May 1, 2012

Sullivan County NH, Board of Commissioners
Business Meeting
AGENDA

Location: Newport Remington Woodhull County Complex
14 Main Street, Newport NH 03773

- | | | |
|-------------------|----|---|
| 3:00 PM – 3:15 PM | 1. | Request Regarding Firing Range, <i>Don Clarke – Claremont Citizen</i> |
| 3:15 PM – 3:35 PM | 2. | County Administrator's Report, <i>Greg Chanis</i>
a. Biomass Facility Update
b. Central Dispatch Update |
| 3:35 PM – 4:00 PM | 3. | Commissioners' Report
a. Old Business
i. FY 13 Budget – Ratify Commissioners Proposed Budget
b. New Business |
| 4:00 PM – 4:05 PM | 4. | Public Participation |
| 4:05 PM – 4:10 PM | 5. | Meeting Minutes Review
a. Mar 22, 2012 Central Dispatch Discussion Minutes
b. April 3 rd 2012 Public Meeting Minutes
c. April 19 th 2012 Central Dispatch Discussion Minutes
d. April 24 th 2012 Special Meeting Minutes |
| 4:10 PM | 6. | Adjourn meeting |

Upcoming Events / Meetings:

- **May 15th Tue. Meeting** **Next Board of Commissioners Regular Business**
- **Time:** **3 PM**
 - **Place:** Unity County Complex, 5 Nursing Home Drive,
Sullivan County Health Care Facility, 1st Floor, Frank Smith Living Room

2012 TOWN SELECT BOARDS & CITY COUNCIL
When Governing Bodies will Discuss
Central Dispatch Center

Appendix A.

TOWN/CITY	MEETING DATES	TIME	MEETING	BOARD/COUNCIL MEMBERS
ACWORTH	2 ND & 4 TH Mon	7 PM	?	Abendschein, Gretchen; Esslinger, Thomas; Holt, Steven
CHARLESTOWN	1 ST & 3 RD Wed.	7 PM	5/2/12	Neill, Steve (Chair), Ferland, Brenda, and Grenier, Art
CLAREMONT	2 ND Wed.	6:30PM	5/9/12	Neilsen IV, James - Mayor; Austin, Andrew - Assist. Mayor; Bergeron, Victor; Formidoni, Roger; Koloski, Nicholas; Burnham, Thomas; Irish, Christopher; Messier, Kyle; and Raymond, Keith
CORNISH			4/27/12.	Hammond, John (Chair); Dingee, Lawrence; Bourne, Merilynn
CROYDON	1 st & 3 rd Tue. Sep-May each week	7 PM	?	Harding, James (Chair); Hooley, David; Clements, John
GOSHEN			4/30/12	Bell, Robert (Chair); Andersen, Edward Sr.; Ball, Chip
GRANTHAM	2 nd Wed. & 4 th Wed.	5 PM	5/9/12	Kimball, Warren (Chair); Jones, Constance; and Story, Ken
LANGDON			4/30/12	Whipple, Betty (Chair); Grant; Jay; Batchelder, Ron; and
LEMPSTER	2 nd & 4 th Wed.	7 PM	5/9/12	Sauer, Ed (Chair); Thurber, Everett; Grenier, Mary; and
NEWPORT	1 st & 3 rd Mon.	6:30PM	5/7/12	Kessler, Jeffrey F. (Chair); Nichols, Gary (V.Chair); Maiola, Elizabeth; Rodeschin, Beverly; and Irwin, Virginia O.
PLAINFIELD	1 st & 3 rd Wed.	6:30PM	?	Williams Jr., Thomas (Chair); Taylor, Robert W; Belyea, Judith A.
SPRINGFIELD	2 nd & 4 th Mon.	7 PM	?	Chiarella, John (Chair); Hill, Donald; and Callaway, Leigh
SUNAPEE	Every other Mon.	6:30PM	5/7/12 OR 5/21/12	Gallup, Frederick (Chair); Smith, Emma; Hastings, Shane; Gottling, Suzanne; and Trow, Joshua
UNITY	Mon.	4 PM	?	Hathaway, Willard (Chair); Lemere, Jason; Gregory, Edward
WASHINGTON	Thur.	7 PM	?	Eaton, Guy (Chair) Marshall, Thomas; Eastman, Kenneth

 ORIGINAL

**PROPOSED BUDGET
AND ESTIMATE OF REVENUE - COUNTY**

For County of: SULLIVAN

Date of Convention: _____ Fiscal Year Ending: 6/30/13

Mailing Address: 14 MAIN STREET, NEWPORT, NH 03773

Phone #: 603-863-2560

Fax #: 603-863-9314 E-Mail: dodi@sullivancountynh.gov

Prepared by: DODI VIOLETTE

Use this form to prepare the county budget for delivery to each member of the county convention who will be in office on the date of appropriation vote and to the chairman of the board of selectmen or mayor for each city/town within the county, and to the Secretary of State as required by RSA 24:21-a. It must also be submitted to the Department of Revenue Administration by September 1 per RSA 21-J:34.

COMMISSIONERS

Please sign in ink.

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Benjamin Nelson
Mark R. Borge
John Colburn

Chair
VICE CHAIR
CLERK

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090

1	2	3	4	5
Acct.#	APPROPRIATIONS OR EXPENDITURES	Appropriations Previous Fiscal Year FY12	Expenditures to 3/31/2012	Proposed Budget FY13
GENERAL GOVERNMENT				
4110	County Convention Costs	3,500.00	393.64	3,500.00
4120	Judicial			
4122	Jury Costs			
4123	County Attorney's Office	510,346.00	360,697.10	515,693.00
4124	Victim Witness Advocacy Program	71,215.00	49,690.60	71,714.00
4130	Executive	417,298.00	272,022.42	427,172.00
4150	Financial Administration	37,872.00	27,500.00	38,500.00
4151	Treasurer	6,184.00	4,022.41	6,184.00
4153	Other Legal Costs			
4155	Personnel Administration	286,739.00	203,422.61	299,344.00
4191	Planning and Zoning for Uninc.Places			
4192	Medical Examiner	9,000.00	4,367.21	9,000.00
4193	Register of Deeds	346,645.00	261,831.91	350,153.00
4194	Maintenance of Government Bldg.	203,766.00	148,040.91	207,349.00
4196	Insurance, Not Otherwise Allocated			
4198	Contingency	15,000.00	2,646.30	15,000.00
4199	Other (specify Non public safety grants	624,669.00	314,878.72	459,564.00
PUBLIC SAFETY				
4211	Sheriff's Department	675,456.00	488,002.04	726,301.00
4212	Custody of Prisoners			
4214	Sheriff's Support Services			
4219	Other Public Safety F24 for Sheriff	236,109.00	164,666.53	230,082.00
CORRECTIONS				
4230	Corrections	3,766,000.00	2,561,506.73	4,200,084.00
4235	Adult Probation and Parole			
COUNTY FARM				
4301	Administration			
4302	Operating Expenditures			
4309	Other County Farm Expenditures			
COUNTY NURSING HOME				
4411	Administration	1,294,402.00	478,186.96	1,288,191.00
4412	Operating Expense	13,786,219.00	9,306,734.36	13,312,313.00
4439	Other Health (10700 Facilities)	15,000.00	3,435.94	22,500.00
HUMAN SERVICES				
4441	Administration	38,665.00	27,366.28	53,100.00
4442	Direct Assistance	5,068,902.00	3,101,938.00	4,987,000.00
4443	Board and Care of Children	0.00	0.00	0.00
4446	Diversion Program	0.00	0.00	0.00
4447	Special Outside Services			
	Other (Specify) 10861 Cty Grants	169,628.00	83,875.00	168,750.00

1	2	3	4	5
Acct.#	APPROPRIATIONS OR EXPENDITURES	Appropriations Previous Fiscal Year FY12	Expenditures to 3/31/2012	Proposed Budget FY13
COOPERATIVE EXTENSION				
4611	Administration	235,024.00	160,943.64	213,500.00
4619	Other Conservation	32,459.00	20,340.89	33,138.00
ECONOMIC DEVELOPMENT				
4651	Administration			
4652	Economic Development			
4659	Other Economic Development			
DEBT SERVICE				
4711	Principal Long-Term Bonds/Notes	48,897.00	48,889.67	260,013.00
4721	Interest Long-Term Bonds/Notes	863,650.00	863,650.00	700,017.00
	Other (Specify) 10900 Interest on RAN	12,500.00	314.38	10,000.00
INTERGOVERNMENTAL TRANSFERS				
4800	Intergovernmental Transfers	0.00	0.00	
CAPITAL OUTLAY				
4901	Land and Improvements (detail below)	0.00	0.00	0.00
4902	Machinery	301,000.00	33,013.04	336,064.00
4903	Buildings (detail below)			
4904	Improvements Other than Bldg.	54,500.00	27,445.22	202,800.00
INTERFUND OPERATING TRANSFERS				
4912	To Special Revenue Fund			
4913	To Capital Projects Fund			
4914	To Proprietary Funds	0.00	0.00	
4915	To Capital Reserve Funds			
4916	To Trust and Fiduciary Funds	6,500.00	5,967.54	6,500.00
TOTAL APPROPRIATIONS		29,137,145.00	19,025,790.05	29,153,526.00

OPTIONAL: Use this box to provide additional detail of amounts in account lines.

ACCT #	Additional Description	Amount

1	2	3	4	5
Acct.#	SOURCES OF REVENUES	Estimated Revenue Previous Fiscal Year FY12	Actual Revenue to 3/31/2012	Estimated Revenue Ensuing FY13
ASSESSMENTS/TAXES				
3110	Property Taxes Levied for Unincorporated Places			
3120	Land Use Change Taxes for Unincorporated Places			
3180	Resident Taxes for Unincorporated Places			
3185	Yield Taxes for Unincorporated Places			
3186	Payments in Lieu of Taxes for Unincorporated Places			
3187	Payments in Lieu of Taxes	(1,463.00)	(1,415.00)	(1,463.00)
3189	Other Taxes			
3191	Penalties on Delinquent Municipal Assessments			
3200	Licenses, Permits, and Fees			
3319	REVENUE FROM THE FEDERAL GOVERNMENT			
REVENUE FROM THE STATE OF NH				
3351	Shared Revenue for Unincorporated Places			
3352	Incentive Funds			
3354	Water Pollution Grants			
3355	Housing and Community Development (Proshare)	(598,052.00)	0.00	0.00
3356	State & Fed. Forest Land Reim. in Unincorporated Places			
3359	Other (Specify)	(684,769.00)	(605,146.16)	(518,164.00)
3379	INTERGOVERNMENTAL REVENUES			
REVENUES FROM CHARGES FOR SERVICES				
3401	Sheriff's Department	(397,485.00)	(292,386.71)	(394,867.00)
3402	Register of Deeds	(350,000.00)	(245,484.85)	(325,000.00)
3403	County Corrections	(65,000.00)	(36,434.66)	(60,000.00)
3404	County Nursing Homes	(12,246,837.00)	(7,962,180.65)	(12,479,921.00)
3405	County Farm	(10,000.00)	(53,651.25)	(15,000.00)
3406	Cooperative Extension Service			
3407	Maintenance Department			
3409	Other (Specify) Samhsa	0.00	(146.00)	0.00

1	2	3	4	5
Acct.#	SOURCES OF REVENUES	Estimated Revenue Previous Fiscal Year FY12	Actual Revenue to 3/31/2012	Estimated Revenue Ensuing FY13
REVENUE FROM MISCELLANEOUS SOURCES				
3501	Sale of County Property			
3502	Interest on Investments	(17,500.00)	(6,963.15)	(15,000.00)
3503	Rents of Property	(204,544.00)	(188,255.05)	(209,620.00)
3508	Contributions and Donations			
350_	Other (Specify) Misc Income, Facility & Coop.Ext.	0.00	(25,642.14)	0.00
350_	Other (Specify)		(197.12)	(6,500.00)
OTHER FINANCIAL SOURCES				
3912	Transfer from Special Revenue Funds			
3913	Transfer from Capital Projects Funds			
3914	Transfer from Proprietary Funds			
3915	Transfer from Capital Reserve Funds			
3916	Transfer from Trust and Agency Funds			
3934	Proceeds from Long-Term Notes/Bonds			
REVENUE SUBTOTAL		(14,575,650.00)	(9,417,902.74)	(14,025,535.00)
FUND BALANCE TO REDUCE TAX RATE		(655,500.00)	(491,750.06)	(911,864.00)
TOTAL REVENUES		(15,231,150.00)	(9,909,652.80)	(14,937,399.00)
TAXES		(13,905,995.00)	(13,905,995.00)	(14,216,127.00)
		(29,137,145.00)	(23,815,647.80)	(29,153,526.00)

BUDGET SUMMARY

Proposed Total Appropriations	
Total Estimated Revenues	
Proposed Amount to be Raised by Taxes	